

PROCESSING AIs AND DA&M/WHS ISSUANCES

This document provides procedures for action officers who are processing administrative instructions (AIs) and DoD directives (DoDDs), instructions (DoDIs), manuals (DoDMs), and directive-type memorandums (DTMs) signed by the Director of Administration and Management (DA&M) or Director, Washington Headquarters Service (WHS) as well as changes to and cancellations of those issuances. In this document:

- “Issuance” includes AIs and DoDDs, DoDIs, DoDMs, and DTMs
- “You” refers to the action officer
- “We” refers to the Directives Division (DD)
- “Our website” refers to the DoD Issuances Websites on the unclassified and classified systems.
- *Italicized* documents are supporting documents available on our website.

All offices and subordinate organizations of the DA&M must process issuances and their revisions, changes, and cancellations according to these procedures and DoDI 5025.01, “DoD Directives Program.” Sections 1 through 4 of these procedures address establishing and revising issuances. Sections 5 and 6 contain unique requirements for changing and cancelling issuances. Figures 1 and 2 show the stages of the issuance process and the types of issuance actions. See Table 1 of DoDI 5025.01 for issuance coordination and completion timelines.

All supporting documents referenced in these procedures are available on our website at:

<http://www.dtic.mil/whs/directives> (unclassified)
<http://www.dtic.smil.mil/whs/directives> (classified)

Submit by e-mail **all** electronic versions of issuances to DD for review to:

DoDDirectives@whs.mil (unclassified)
DoDDirectives@whs.smil.mil (classified)

Figure 1. Stages in Processing Issuances

STAGE 1: DEVELOPMENT AND PRECOORDINATION

- Draft the issuance or revision. Coordinate the issuance within your office or directorate and make any changes necessary.
- Submit to DD organizational e-mail for review. Adjudicate and incorporate DD edits.
- Coordinate with any other DA&M or WHS office having equity in the issuance, and with WHS GC, IMD, DPCLC, PFPA, and DA&M/O&MP. Adjudicate and incorporate comments.
- Send to DD for legal objection review (LOR) from the Office of the General Counsel (OGC).
- Prepare the issuance for formal coordination; forward to DD for SD 106 signature and posting to the DoD Directives System Portal (hereafter referred to as “the Portal”).

STAGE 2: FORMAL COORDINATION

- Coordinate with non-DA&M organizations via the Portal.
- Adjudicate and incorporate comments as appropriate in coordination with OGC and prepare the issuance for signature.

Figure 1. Stages in Processing Issuances, Continued

<p>STAGE 3: <u>PRESIGNATURE</u></p> <ul style="list-style-type: none"> • Send the action package, including unsigned WHS Form 2, to DD for review. • Adjudicate and incorporate DD edits. Obtain legal sufficiency review (LSR) from OGC. • For unclassified issuances proposed for release to the public, obtain Office of Security Review (OSR) clearance. <p>STAGE 4: <u>SIGNATURE AND POSTING</u>. Send the completed action package to DD for DA&M or Director, WHS, signature or approval. DD posts the signed issuance or removes the cancelled issuance from the DoD Issuances Website(s).</p>

Figure 2. Types of Issuance Actions

<u>Establishing a New Issuance</u>	Implement policy or responsibilities established in a DoDD, DoDI, or a DoDM for the administration of the DoD Components in the National Capital Region that are serviced by ODA&M and subordinate organizations.
<u>Reissuing an Existing Issuance</u>	Includes updating an issuance or combining two or more issuances.
<u>Changing an Existing Issuance</u>	Includes: <ul style="list-style-type: none"> • <u>Administrative Changes</u> <ul style="list-style-type: none"> - Altering an essential section of an issuance when the change is made as a result of a fully coordinated substantive change to the DoDD or DoDI the issuance implements. - Altering only nonsubstantive portions of an issuance such as titles/dates of references and organizational names/symbols. • <u>Conforming Changes</u>. Amending an issuance in compliance with law, statute, Government-wide regulation, or SecDef/DepSecDef direction. • <u>Substantive Changes</u>. Amending an essential section of an issuance such as purpose, applicability, responsibilities, procedures, information requirements, and releasability.
<u>Cancelling an Existing Issuance</u>	An issuance has served the purpose for which it was intended, is no longer needed, and is not appropriate for incorporation into a new or existing issuance.

1. STAGE 1: DEVELOPMENT AND PRECOORDINATION

a. Draft the Issuance or Revision

(1) Issuance templates and standards are on the DoD Issuances Website. Use of the template is mandatory. **Don't** write over a previous version of the issuance.

(a) For new AIs, we'll provide a temporary number during precoordination.

(b) For new DoDDs, DoDIs, or DoDMs, you may propose the basic 4-digit number (the digits to the left of the decimal point). The number of an issuance is determined by its

subject. Review the DoD Issuance Numbering System on our website and identify which subject group applies to the issuance.

(2) As you draft the issuance, refer to the *Writing Style Guide* and *Special Considerations Checklist* and the other resources available from the DoD Issuances Website. The DD editors are also available to assist you during all stages of the process.

(3) **If you are reissuing a directive**, the Office of the Deputy Secretary of Defense requires a summary of changes from the current version online (see *Directive Reissuance Summary Sample*). The summary won't be needed until you submit the final package for signature, but you should be aware of this requirement from the beginning and keep the necessary records.

(4) Coordinate your issuance within your office or directorate and make any changes necessary.

(5) Prepare the SD Form 106, "DoD Directives Program Coordination Record," and WHS Form 2, "DA&M/WHS Staff Summary Sheet."

(a) For the SD Form 106, determine formal coordination requirements according to block 16 of the SD Form 106 (see *SD Form 106: Sample* on our website). Prepare the form according to the instructions on the back of the SD Form 106.

(b) The WHS Form 2 is used at three separate stages in the issuance process and should be signed electronically, if possible. WHS Form 2 routing and signature requirements depend on whether or not the originator is from an **ESD** element.¹ The DoD Issuances Website has templates for ESD and non-ESD elements. To obtain coordination within WHS and ODA&M, to include the Pentagon Force Protection Agency (PFPA), use the *WHS Form 2 For Internal Coordination* on our website.

(c) Whether the SD Form 106 and WHS Form 2 must be signed by DA&M or Director, WHS, depends on who is writing the issuance:

1. For issuances written by PFPA or ODA&M - DA&M

2. For issuances written by WHS - either the DA&M or Director, WHS, depending on the issuance and topic addressed. Check the DA&M and Director, WHS, charter directives (DoDDs 5105.53 and 5110.4) on our website to see who has authority to issue policy or guidance for your issuance topic. If you're not sure, contact us at DoDDirectives@whs.mil.

(d) To obtain internal coordination within WHS, PFPA, and ODA&M:

¹ Elements of ESD: Freedom of Information Division (FOIA Appeals/Policy (DFOIPO)/ Office of Freedom on Information (OFOI)/OSD Privacy); Office of Security Review; Directives Division; Records and Declassification Division; Information Management Division; Graphics/Presentations Division; Correspondence Management Division (Automated Document Control, Executive Support Office, Classified Control, and Unclassified Control Branches); Strategy, Plans, and Program Integration Office (SPO); and Pentagon Library.

1. Complete appropriate *WHS Form 2 for Internal Coordination*. Enter the coordinating directorates and offices in blocks 1 through 6. If additional blocks are needed, enter them on an additional *WHS Form 2* and include it as an attachment.

2. Your issuance must be coordinated with all DA&M directorates and offices that have equity in it. Coordination with *WHS General Counsel (GC)*, *Information Management Division (IMD)*, *Defense Privacy and Civil Liberties Office (DPCLC)*, *PFPA*, and *ODA&M Organizational Management Planning (O&MP)* is required at a minimum. Responses from *ODA&M O&MP*, the *WHS GC*, and the *WHS IMD* is **mandatory**. Non-responses from *DPCLC* and *PFPA* should not delay processing.

3. Set the coordination suspense according to the length of the issuance and the urgency of the action. A minimum suspense of 10 workdays is customary for internal coordination of issuances.

b. Submit Draft and Unsigned SD Form 106 and WHS Form 2 to DD. Submit the draft of the issuance and an unsigned *SD Form 106* and *WHS Form 2* to *DD* for review before getting internal DA&M coordination. The *SD Form 106* and a sample are available on our website.

(1) We'll review your issuance and the forms for content and compliance with DoD issuance standards and current DoD policy.

(2) Once our initial review is complete, incorporate our revisions. If you decide not to accept recommended changes, be sure to **check with your editor** before internal coordination to make sure these changes weren't mandatory.

c. Coordinate Internally

(1) Obtain the signature of your director, or his or her deputy, on the *WHS Form 2* and route to the addressees with a copy of the draft issuance and a blank *SD Form 818*, "Comments Matrix For DoD Issuances," or the issuance proposed for cancellation, according to your office internal procedures. Most DA&M offices use the *Staff Action Control and Coordination Portal (SACCP)* for internal coordination, but you can also use e-mail.

(2) Coordinate your issuance with *WHS GC*, *IMD*, *DPCLC*, *PFPA*, *ODA&M O&MP*, and with any other DA&M office having equity in the issuance.² Non-responses from *DPCLC* and *PFPA* should not delay issuance processing. If you're having trouble getting responses from *WHS GC*, *IMD*, or *O&MP*, contact us for help at DoDDirectives@whs.mil.

d. Prepare and Submit the Package for DD Review

(1) Adjudicate the Coordination Responses. Review and adjudicate internal coordination responses as they're received, including confirming that the *WHS Form 2* has been signed or an e-mail response submitted by an approved coordinator of the coordinating agency according to *DA&M Authorized Coordinators* on our website.

² Charters that are not *WHS* or *PFPA* **don't** need to be coordinated internally within *WHS*.

(a) Consolidate the critical and substantive coordination comments on an SD Form 818 and indicate their resolution. Don't include administrative comments on the consolidated form, but make corrections in the document as appropriate.

(b) If there are conflicts, make every effort to resolve them at the lowest level; involve your chain of command in reconciling differences as appropriate.

(2) Prepare the Package for DD. Prepare a package to submit electronically to the DD for review and possible release on the Portal for LOR. Package contents include:

(a) The *WHS Form 2 for Formal Coordination*, which asks for DA&M or Director, WHS approval to coordinate with OSD and DoD Components via the Portal (see template on our website); this is referred to as "formal coordination." Prepare the WHS Form 2 for Formal Coordination for signature of your director or his or her deputy according to your office internal procedures. **Don't** have the WHS Form 2 signed at this time; you'll be submitting the writable electronic file for our review and edit.

(b) Unsigned SD Form 106.

(c) Issuance or copy of issuance proposed for cancellation.

(d) Consolidated SD Form 818.

(e) *DA&M Coord Officials* (template on our website).

(f) Original signed WHS Form 2 for Internal Coordination and the internal coordinations received, including comments (Adobe .pdf version).

e. DD Review. We'll review the coordination package contents and contact you to provide an estimated review completion date.

(1) The review will include a review of the issuance, the WHS Form 2 for Formal Coordination, and the SD Forms 106 and 818, as well as a review of the internal coordination comments and the manner in which they were resolved.

(2) If changes required are minimal, we'll clear them with you and release your issuance on the Portal for LOR. If substantial corrections are needed, the issuance will be returned to you.

f. Obtain OGC LOR. If we've returned your issuance for fixes, adjudicate and incorporate our edits in the package and resolve any outstanding coordination issues noted. Send a clean copy of the package as described in paragraph 1d(2) to us.

(1) Your editor will review the issuance before it is released to OGC and will work with you to resolve any outstanding issues.

(2) We'll post the issuance to the Portal and request OGC provide an LOR. The Portal will automatically send you an alert e-mail when the LOR is released to OGC and when OGC responds.

(3) OGC will identify the issuance as “not legally objectionable” or “legally objectionable.” If the issuance is legally objectionable, OGC will provide instructions to bring it into compliance with law. See paragraph 8a of Enclosure 3 of DoDI 5025.01 for complete instructions regarding the LOR. If OGC doesn’t respond within the approved timeline (see Table 1 in DoDI 5025.01), you can move to the next step without LOR.

g. Obtain Approval of the DA&M or Director, WHS, for Formal Coordination

(1) Incorporate any legal changes required by OGC. **Don’t** make any additional changes to the issuance unless you clear them with the Associate Deputy General Counsel (DGC) who completed the LOR and provide that concurrence to DD. Submit the package for electronic signature of the WHS Form 2 by your director or his or her deputy.

(2) Upon receipt of the signed WHS Form 2, e-mail to the DD the complete formal coordination package:

(a) Signed WHS Form 2 for Formal Coordination.

(b) Unsigned SD Form 106.

(c) Issuance. For cancellations, no copy of the issuance proposed for cancellation is required. (We’ll access via our website.)

(d) *DA&M Coord Officials* (internal).

(e) The consolidated SD Form 818 (internal).

(f) Any electronic copies of WHS, PFPA, and ODA&M internal coordinations, including comments, **not** submitted during the last DD review (see paragraph 1d(2)(f) of these procedures).

(g) A blank SD 818 for posting to the Portal for formal coordination (complete header information).

(3) We’ll review the package to ensure that any changes required by OGC have been made. If issues remain unresolved, the editor will contact you. Once issues are resolved, we’ll submit the formal coordination package to DA&M or Director, WHS, via SACCP for SD 106 signature.

(4) When we receive the signed SD Form 106, we’ll post the coordination request to the Portal. The Portal will electronically distribute it to the DoD and OSD Components on the SD Form 106 and send you an e-mail alert. For information on Portal processes, contact the Portal Manager at Directivesprogramportal@whs.mil.

2. STAGE 2: FORMAL COORDINATION

a. Coordinate Via the Portal

(1) The Portal will e-mail you each time a coordination response is received, and will e-mail reminders of upcoming and overdue suspenses to those DoD Components that haven't responded. Only coordinators that have access to the Portal (see *Offices with Access to DoD Directives Portal* on our website) will receive these reminders.

(2) If you requested coordination on the SD Form 106 from agencies that don't have access to the Portal, **you are responsible** for providing the SD 106, blank SD 818, and issuance to those agencies and getting their coordination.

b. Adjudicate and Incorporate Comments as Appropriate

(1) Review and adjudicate the responses as you receive them, including confirming that the coordination is signed at the appropriate level according to the *List of Signature Authorities* and *Authorized Component Coordinators* on the DoD Issuances Website. (DA&M will **not** respond to Portal coordination requests; the signature on the SD 106 was the DA&M concurrence.)

(a) Compile critical and substantive coordination comments on a consolidated SD Form 818 and note their resolution. Don't include administrative comments on the consolidated form, but make corrections in the issuance as appropriate.

(b) If there are conflicts, make every effort to resolve them at the lowest level; involve your chain of command in reconciling differences as appropriate; address unresolved nonconcurrences in the WHS Form 2 prepared during Stage 3 (see paragraph 3a(b)). Nonconcurrences that have been resolved should be acknowledged and the resolution explained.

(2) If comments are received that touch upon a legal issue or for which OGC input may be appropriate, contact the Associate DGC who provided the LOR in Stage 1 via e-mail. The Associate DGC will reply with advice and assistance specific to legal issues and/or to other issues you specifically identified. (See paragraph 8b of Enclosure 3 of DoDI 5025.01 for complete instructions regarding the adjudication review.) Involving OGC throughout the adjudication process will expedite the legal sufficiency review (LSR) by identifying and resolving potential legal objections prior to completion of the presignature draft.

(3) Revise the issuance consistent with adjudication of comments received and the results of the OGC comment reviews.

(4) When all responding coordinating agencies' comments have been adjudicated and incorporated into the issuance as appropriate, provide the complete, final SD Form 818 and the final presignature draft issuance to the Associate DGC for review. The Associate DGC will inform you of any outstanding or new legal issues and will confirm when all legal issues have been satisfactorily addressed. If you're unable to get a response from the Associate DGC, you can move forward to presignature review as long as you provide the documentation as noted in paragraph 8b of Enclosure 3 in DoDI 5025.01.

3. STAGE 3: PRESIGNATURE

a. Prepare a signature package and submit electronically to us for a presignature review. The signature package must include:

(1) WHS Form 2 for Signature

(a) Prepare the *WHS Form 2 for Signature*, available on our website, for your director or his or her deputy, according to your office internal procedures. **Don't** have it signed at this stage. The WHS Form 2 will request:

1. DA&M or Director, WHS, signature of the issuance or approval of its change or cancellation; or

2. DA&M signature of the action memo recommending DepSecDef signature/approval (**if** the issuance is a directive for DepSecDef signature or approval of its change or cancellation).

(b) The WHS Form 2 for Signature must clearly and concisely explain any outstanding issues and why the issuance should be signed as is. Issues include, but are not limited to:

1. Timeliness (outdated coordinations).

2. Non-response of primary coordinating agencies.

3. Unresolved nonconcurs.

(2) Action memo from DA&M to the Deputy Secretary recommending signature or approval (**if** issuance is a directive for DepSecDef signature or approval of its change or cancellation).

(a) If any outstanding issues are described in the WHS Form 2 as noted in paragraph 3a(1)(b), the action memo must contain the same information.

(b) If the directive is being reissued, the action memo must refer to the summary of the changes (see paragraph 3a(6)).

(3) Clean copy of issuance or copy of issuance proposed for cancellation.

(4) *List of Coordinating Officials* (formal coordination only).

(5) Consolidated SD Form 818 (critical and substantive comments from formal coordination only).

(6) If the issuance is a directive being reissued, a summary of changes made from the current version published online.

(7) Coordinations and comments from coordinators that don't have access to the Portal. You are responsible for obtaining these materials and must provide electronic copies of their

coordinations, including comments, with the signature package. Their critical and substantive comments must be included on the SD Form 818.

(7) E-mail from OGC confirming completion of the adjudication review, or, if OGC did not respond to requests for review, copies of the requests in accordance with paragraph 8b in Enclosure 3 of DoDI 5025.01.

b. We'll review the package for compliance with DoD standards and contact you to provide an estimated review completion date. The review will include a content and technical review of the issuance, the WHS Form 2 for Signature, and the SD Form 818, as well as a review of the coordinations and the manner in which the comments were addressed in the issuance and the WHS Form 2.

c. We'll return the completed presignature review and tell you whether the issuance is ready to be signed or approved for cancellation, or if we'll need to perform an additional presignature review before releasing for signature or approval.

d. If the issuance is approved for signature, after incorporating DD changes and resolving any outstanding coordination issues, you must:

(1) Submit clean electronic copies of the issuance, action memo, consolidated SD 818, and list of coordinating officials to DoDDirectives@whs.mil.

(a) We'll post the package along with the material in paragraph 3a(7) to the Portal and request OGC provide an LSR. The Portal will automatically send an alert e-mail to you when the LSR is requested and when OGC provides a response.

(b) This review is provided by the GC, DoD; the Principal Deputy GC, DoD; or one of the DGCs, as determined by the GC, DoD. OGC will identify the issuance as "legally sufficient" or "not legally sufficient." If the issuance is not legally sufficient, OGC will provide instructions to bring it into compliance with law. See paragraph 8c of Enclosure 3 of DoDI 5025.01 for complete instructions regarding the LSR.

(2) Once you incorporate any changes from OGC, you'll need to submit a copy of the issuance, the LSR, and the list of coordinating officials, with DD Form 1910, "Clearance Request for Public Release of Department of Defense Information," to the Office of Security Review (OSR) at secrev1@whs.mil for approval to publish the issuance on the DoD Issuances Website (unclassified). OSR approval is **not** required for approval of issuance cancellations or for classified or For Official Use Only issuances.

(3) **Don't** submit for OGC review and/or OSR approval unless we've indicated that the issuance is ready for signature.

(4) OGC and OSR approval **must** be obtained before the issuance can be published on the DoD Issuances Website except as noted in paragraph 3d(2) of this section.

4. STAGE 4: SIGNATURE AND POSTING

a. **Review and Signature.** Once you've received OSR's approval (if applicable), submit the package to your director or his or her deputy for their electronic signature on the WHS Form 2 for Signature. The issuance should **not** be substantially changed after completion of the LSR; any changes made may require another LSR via the Portal.

(1) After the WHS Form 2 is signed, e-mail DD:

(a) The WHS Form 2.

(b) MS Word copies of the final issuance, List of Coordinating Officials, and SD Form 818 and, for directives to be signed by the Deputy Secretary, an action memo as described in paragraph 3a(2). For cancellations, no copy of the issuance proposed for cancellation is required.

(c) If issuance is a reissued directive, include a detailed summary of changes from the version online (see *Directive Reissuance Summary Sample*).

(d) Electronic copy of the OSR approval for Internet release, if applicable.

(e) Electronic copy of OGC LSR verification.

(2) If the signature package is correct and complete, we'll forward the package via SACCP for DA&M, Director, WHS, or DepSecDef signature or cancellation approval. If any issues are unresolved, your editor will work with you to resolve them in as timely a manner as possible.

b. **Posting.** Upon receipt of the signed issuance, we'll publish it to the appropriate DoD Issuances Website. For approved cancellations, we'll remove the cancelled issuance from the website and update the Canceled DoD Issuances Search database. You'll be notified by our webmaster when it's done.

5. SPECIAL PROCEDURES FOR CHANGES

a. About Changes

(1) A change amends an existing issuance and has the full authority of the issuance. A changed issuance retains its original date (initial publication or last coordinated revision) and its original signature. Comments made during formal coordination must be on the **changing text** only.

(2) Changes to issuances are permitted and encouraged during their life cycle as described in DoDI 5025.01.

(3) If more than 25% of an issuance requires change the entire issuance must be revised, coordinated, and reissued with a new date and signature.

b. Drafting Changes. To draft a change:

(1) Use the MS Word version of the issuance that is posted on the DoD Issuances Website(s). If you can't find that version in your office's records, contact us for assistance at DoDDirectives@whs.mil.

(2) Use the "Format Font" and "Reviewing" tools on the MS Word Standard Toolbar to identify deleted information in red font with a red strike-through and to insert new information into the issuance in red italics. **Don't** use "Track Changes" for this function. See *Standards for Making Changes to DoD Issuances* and *Changes and Cancellations* on our website for complete instructions.

c. Entering a Releasability Statement

(1) For guidance on determining releasability, go to DoDD 5230.09, DoDI 5230.29, and SECDEF MESSAGE: INFORMATION SECURITY/WEBSITE ALERT.

(2) For issuances that don't have a releasability statement, select one from the options in Figure 3. Enter it into the issuance in red italics immediately preceding the "effective date" section above the signature.

Figure 3. Releasability Sections for Issuances

<p>– Option 1 –</p> <p><i>#. RELEASABILITY. Unlimited. This [issuance type] is approved for public release and is available on the Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives.</i></p> <hr/>
<p>– Option 2 –</p> <p><i>#. RELEASABILITY. Restricted. This [issuance type] is approved for restricted release. Authorized users may obtain copies through controlled Internet access from the DoD Issuances Website on the SECRET Internet Protocol Router Network at http://www.dtic.smil.mil/whs/directives.</i></p> <hr/>
<p>– Option 3 –</p> <p><i>#. RELEASABILITY. Not Releasable. The release and distribution of this [issuance type] shall be approved only by [enter the originating WHS office or directorate and contact information].</i></p>

d. Processing Administrative Changes. An administrative change alters only nonsubstantive portions of an issuance such as titles and dates of references, and organizational names and symbols. Administrative changes to issuances don't require formal coordination or legal reviews. However, **directives** must have an OGC LSR and all unclassified, releasable issuances must have a security review by OSR.

(1) Draft Development. Draft the change to the issuance following DD standards and coordinate the issuance internally within your office or directorate. Prepare an appropriate WHS Form 2 for Signature to obtain the DA&M or Director, WHS, approval of the change. Prepare for the signature of your director, or his or her deputy. The WHS Form 2 should **not** be signed at this time.

(2) DD Precoordination. Submit the changed issuance and draft WHS Form 2 to us for review. Incorporate any changes required; be sure to **check with your editor** before rejecting substantive edits.

(3) Internal Coordination. Follow the procedures in paragraph 1c to coordinate within WHS and ODA&M. Coordinators should **only** comment on changed text.

(4) DD Review. Revise the issuance consistent with the internal coordination comments and submit an electronic package to us for review. Package contents are:

- (a) WHS Form 2.
- (b) Final draft of changed issuance.
- (c) SD Form 818 if any comments were received.
- (d) *DA&M Coord Officials* (internal)
- (e) Original signed WHS and ODA&M internal coordinations, including any comments (Adobe .pdf format).

(5) OSR Approval and Signature of WHS Form 2

(a) Upon return of DD review and after incorporation of any changes:

1. If you are making an administrative change to a **directive**, submit a clean copy of the unsigned WHS Form 2 for Signature, issuance, SD 818, and *DA&M Coord Officials* to DD for posting to the Portal for OGC LSR.

2. If you have added a releasability statement in accordance with paragraph 5c(2), after OGC LSR is received submit a clean copy of the issuance, LSR, and the list of coordinating officials with DD Form 1910 to secrev1@whs.mil for OSR approval.

(b) Obtain electronic signature of your director or his or her deputy of the WHS Form 2 for Signature requesting DA&M or Director, WHS, approval of the change.

(6) Obtain Approval to Post the Change. Upon WHS Form 2 signature:

(a) E-mail us:

- 1. Signed WHS Form 2.
- 2. Issuance (Tab A).

3. DA&M Coord Officials (internal) (Tab B).
4. Consolidated SD Form 818, if appropriate (internal) (Tab C).
5. OSR approval, if applicable.
6. (For directives) OGC verification of LSR.

(b) The DD editor will contact you if any issues are identified and will resolve them with you. After review, we'll forward the package via SACCP for DA&M or Director, WHS, approval.

(c) Upon approval, we'll post the changed issuance to the appropriate DoD Issuances Website and notify you.

e. Processing Substantive and Conforming Changes. Process substantive and conforming changes according to Stages 1 through 4 of these procedures. Coordinators should comment on changed text **only**. Comments made on unchanging text should be considered when the document is reissued.

- (1) Substantive changes to issuances are fully coordinated.
- (2) Conforming changes to issuances are coordinated with the mandatory agencies only.
- (3) Both substantive and conforming changes require OGC legal reviews and, if applicable, a security review by OSR.

6. SPECIAL PROCEDURES FOR CANCELLATIONS

a. About Cancellations. If, during review of an issuance or at any other time, the owning office or directorate determines the issuance has served its purpose, is no longer needed, and is not appropriate for incorporation into a new or existing issuance, the office or directorate must initiate its cancellation.

b. Processing Cancellations

- (1) All cancellations are fully coordinated and processed according to Stages 1 through 4 of these procedures.
- (2) An issuance is cancelled by the original signing authority. The action memo is signed at the same level at which the issuance was signed.
- (3) Follow established procedures in paragraph 1c to coordinate the cancellation internally. Precoordination review by DD before internal coordination is not needed.

(4) Submit the appropriate signed WHS Form 2 for Formal Coordination and unsigned SD Form 106 to DD for review.

(5) We'll edit and send the SD Form 106 up for signature; if any issues must be resolved, your editor will contact you to assist in the process. OGC LOR is **not** required. After the SD Form 106 is signed, it will be returned to us to post to the Portal to initiate formal coordination.

(6) Adjudicate any comments received during formal coordination and make a final package consisting of an appropriate unsigned WHS Form 2 for Signature (change text as applicable for issuance cancellation), List of Coordinating Officials, and an SD Form 818.

(7) Submit the WHS Form 2, List of Coordinating Officials, and the SD Form 818 to DD for a presignature review.

(8) Upon receiving the presignature review, make DD changes required. Submit the unsigned WHS Form 2 for Signature, List of Coordinating Officials, consolidated SD Form 818, and a .pdf of the issuance to be cancelled to DD for posting to OGC on the Portal for an LSR.

(9) After OGC LSR is complete, have your director or his or her deputy electronically sign the WHS Form 2 for Signature. Submit the signed WHS Form 2, List of Coordinating Officials, consolidated SD Form 818, and OGC's notification of LSR (if not available on the Portal) to DD via e-mail for final processing for cancellation.

(10) Upon receipt of the DA&M or Director, WHS, approval, we'll remove the canceled issuance from the DoD Issuances Website(s), update the Canceled DoD Issuances Search database, and inform you when it's done.